

## Risk Assessment for Re-opening of Lordswood Girls' School & Sixth Form (updated 7.6.2021)

This risk assessment checklist/tool is based on the latest Government guidance (May 2021) and guidance from Public Health Birmingham. It will be kept under review in order to be able to respond to changing circumstances.

The risk assessment is a modified version of the assessment that was completed following consultation with trustees and governors, representatives from the different staff unions and senior leadership which was signed off by the Trust on 4th March and takes account of the easing of restrictions nationally.

Risk assessment is about identifying sensible measures to control the risks in a workplace or when undertaking an activity. The process evaluates the threats and risks of a specified issue/situation and enables the likelihood that somebody could be harmed, together with an indication of how serious the harm could be, to be considered.

**Likelihood** - For each issue/situation, determine the likelihood it will occur.

**Severity (outcome)** - determine the potential injury/health.

Likelihood	Severity
4 = Certain = common or frequent occurrence	4 = Major risk - death, loss of limbs, etc
3 = Probable = likely to occur sometime	3 = High risk - broken bones, burns, etc
2 = Possible = may occur sometime	2 = Moderate risk - cuts, bruises, sickness, etc.
1 = Improbable = unlikely to occur	1 = Minimal risk - strain, shaken, no injury, etc

The matrix (below) provides a method to determine the level of risk, with the Likelihood and Severity being independently scored and plotted.

RISK LEVEL MATRIX					
PROBABILITY (LIKELIHOOD)	4	Low	High	Very High	Very High
	3	Low	Med	High	Very High
	2	Low	Low	Med	High
	1	Low	Low	Low	Low
		1	2	3	4
		SEVERITY (OUTCOME)			

Once the likelihood and severity of the risk have been assessed they are plotted on the risk profiling grid above and the risk rating defined e.g. If a risk has a likelihood of 3 – Likely and a severity of 1 – Minimal, the risk rating will be  $3 \times 1 = 3$ . This would mean the risk is low and arrangement would be adequate.

**RISK: Safety of Site** – (Key: R+ = very high / R = high / A = medium / G = low)

Risk	Action to reduce risk
<p>Ability to ensure a safe entry and safe exit to the school for all?</p>	<p>Year 12 students to enter via Knightlow Road and use courtyard gate. Year 11 will enter through the Knightlow Road gate and sign in at Reception when attending their timetabled sessions.</p> <p>Students in years 7-10 enter via Lordswood Road. There will be separate waiting areas in the morning for years 7, 8 &amp; 9.</p> <p>Markings on path from North gate to indicate social distancing. Half the gate to remain closed to enforce single file entry and departure. Staff located on gate and path to reinforce.</p> <p>Parents/carers will be expected to support the school in discouraging their child to congregate in groups outside the entrance to the school. Parent letter sent 2.11.2020 to reinforce this.</p> <p>SLT on duty on Lordswood Road will manage the arrival and departure of students to discourage groups of students from congregating. Staff will oversee arrival of students in the building and direct to allocated room. Where group/room changes have taken place since the first half of the summer term, students will be notified in advance of where they need to go.</p> <p>Hand sanitiser provided at entrance to school</p> <p>Departure from school to be under direction of SLT</p> <p><b>Risk: A (2x3)      Mitigated risk: G (1x3)</b></p>
<p>Management of student drop offs/pick-ups, visitors and other members of public that may need to attend</p>	<p>SLT will supervise entry points and staff will oversee students' entrance into the building.</p> <p>North gate to be closed at 8:30 and reopened at 2:55pm to allow students to leave.</p> <p>School site is closed to all members of the public. No parents will be allowed access to the site unless there is a prior agreement in place for dropping off child (mobility issue) or they have an appointment</p> <p>Access to the site is controlled at all times. Contact details for all visitors will be retained at Reception.</p> <p><b>Risk: A (2x3)      Mitigated risk: G (1x3)</b></p>

<p>Parents/carers are not fully informed of the H&amp;S requirements for the reopening of school</p>	<p>HT letter sent to parents/carers outlining expectations with regard to 1) maintaining the safety of the site and 2) their child returning to school. Letters of 26.2.21, 1.3.21 and 12.5.21 outlined updated safety measures and reminded parents of government COVID guidance.</p> <p>Regular communication maintained with parents with additional forum to facilitate any update on arrangements</p> <p>Parents/carers will be expected to support the school in discouraging their child to congregate in groups outside the entrance to the school</p> <p>Main school and sixth form will use separate entrances: years 7-10 Lordswood Road: years 12 &amp; 11 Knightlow Road</p> <p>SLT on duty on Lordswood Road will manage the arrival and departure of students to discourage groups of students from congregating. Staff will oversee arrival of students in the building. Students will be notified in advance of the room they should go to.</p> <p>Risk assessments will be made available for inspection on school website</p> <p><b>Risk: A (3x2)      Mitigated risk: G (2x2)</b></p>
<p>Keeping staff informed of expectations &amp; arrangements</p>	<p>Staff briefing has taken place to update staff</p> <p>Risk assessments discussed with union reps and shared with all staff</p> <p>Expectations re. safe working practice: these are updated regularly and shared with staff via briefing/email. Staff are expected to wear a face covering when moving around school. Staff reminded of the need to maintain 2m distance in offices &amp; staff room and when teaching and supervising students. 2m distance marked on floor of classroom.</p> <p><b>Risk: G (2x2)      Mitigated risk: G (1x2)</b></p>
<p>Increased risk of infection in social spaces, incl. staff room and offices</p>	<p>Students in years 7-10 will be allocated a specific area of the canteen and will be required to stay within the areas designated for their bubble.</p> <p>Year 12 &amp; 11 students may use sixth form social space, once tested, but will be required to sit at separate tables which will be marked out to allow compliance with social distancing guidelines.</p> <p>The wearing of face masks is now recommended when moving around school, queuing for toilets and when in toilets or the canteen area, as well as by those visiting offices, in light of current outbreaks of the new COVID variant.</p>

	<p>Staffroom furniture reorganised to enable social distancing. Humanities, music and health offices will be restricted to no more than 2 staff. S13, meeting room in School House, 1<sup>st</sup> floor meeting room available as alternate working spaces. Science, IT/MFL offices reorganised to enable min. 1m distance. Protective screens in place in staff work room. Staff encouraged to wear masks where 2m distance is not possible.</p> <p><b>Risk: R+ (3x4) Mitigated risk: G (1x4)</b></p>
Increased risk of infection in sports hall changing rooms	<p>Students will be instructed to wear school PE kit to school on days when they have a PE lesson</p> <p><b>Risk: R (3x3) Mitigated risk: G (1x1)</b></p>
Inability to maintain 1m distance in food room	<p>All students will be given the option and encouraged to wear face coverings. Students who do not wear a face covering can be issued with a visor; students who forget their face mask can be given a mask at the start of the lesson.</p> <p>Students who suffer from asthma will not be required to wear a mask and will be provided with a visor if desired and/or placed by one of the seats where distance can be maintained adjacent to a window.</p> <p><b>Risk: A (3x2) Mitigated risk: G (2x1)</b></p>
Children and staff using public transport to travel to school	<p>Most children are brought in parental car to school or walk. Students who use public transport were identified before start of year to enable understanding of potential risk. Government leaflet with guidelines on using public transport sent to all students. All students using public transport must continue to wear a face covering.</p> <p><b>Risk: R+ (4x4) Mitigated risk: R (2x4)</b></p>
Risk to staff who come into contact with the public more frequently, such as reception staff.	<p>Reception is enclosed so that reception staff are protected from the public by a screen</p> <p><b>Risk: G (2x2) Mitigated risk: G (2x2)</b></p>
Capacity and availability of cleaning staff to meet the increased need for cleanliness and hygiene of the premises?	<p>Deep clean of school completed during half term break.</p> <p>Hours of cleaning team revised to enable clean of specialist rooms, toilets, corridor doors, stair banisters etc. during day</p> <p><b>Risk: A (2x3) Mitigated risk: G (1x3)</b></p>

<p>Ability to ensure increased stock levels for cleaning, toilet and hygiene products, first aid, soap and hand sanitiser</p>	<p>Premises &amp; H&amp;S Development Officer to ensure that school always has at least 1 term's supply of hand sanitiser</p> <p>School will continue to keep stock of face masks and disposable gloves for staff</p> <p><b>Risk: A (2x3) Mitigated risk: G (1x3)</b></p>
<p>Ability to maintain higher than normal levels of essential supplies to prepare for more frequent cleaning or the possibility of a second outbreak of COVID-19/or cases of COVID-19 and additional 'deeper' cleaning needing to take place</p>	<p>Weekly meeting between Premises &amp; H&amp;S Coordinator and Cleaning Supervisor to review cleaning rotas and supplies. Ordering of supplies will take account of changes in incidence of the virus and/or incidences of the new variant in the area.</p> <p><b>Risk: A (2x3) Mitigated risk: G (1x3)</b></p>
<p>Procedures are not in place for COVID-19 clean following a suspected or confirmed case</p>	<p>Cleaning company have the capacity and ability to carry out a deep clean should there be a suspected or confirmed case of COVID-19</p> <p>Affected area of school site will be closed for 3 days to enable deep clean; if necessary, a deep clean of the whole site will be carried out</p> <p><b>Risk: R (2x4) Mitigated risk: G (1x4)</b></p>
<p>Ensuring standard of cleaning with full attendance, especially for areas, furniture and equipment in specialist rooms</p>	<p>Weekly meeting between Premises &amp; H&amp;S Development Officer and Cleaning Supervisor to review cleaning rotas and supplies. Staff will be required to vacate the premises by 4:30pm each day to enable thorough clean of whole school.</p> <p><b>Risk: A (2x3) Mitigated risk: G (1x3)</b></p>
<p>Need to ensure staffing for vulnerable and key worker children in the event of a new or partial closure</p>	<p>Maximum 33 students attended school during Spring term lockdown. Staffing rota to be drawn up excluding staff who fall into high risk category. SLT will supervise provision on daily rota.</p> <p>Plans in place to move to Tier 2 arrangement if required.</p> <p>Remote learning provision is in place. Online lessons will be delivered to isolating groups.</p> <p><b>Risk: G (2x1) Mitigated risk: G (2x1)</b></p>
<p>Queues for toilets and handwashing risk non-compliance with social distancing measures</p>	<p>Toilets are zoned to year groups. Student access to toilets will be supervised by staff who are on duty to control number of students accessing toilets. Students are expected to wear a face covering when queuing for toilets and when in toilets.</p>

	<p>Hand sanitiser will be available in all toilets and refilled after each session</p> <p>Cubicle doors of staff toilets to be clearly open when not in use so that there will be no one is waiting in wash area</p> <p><b>Risk: A (2x3) Mitigated risk: G (1x3)</b></p>
Need to arrange for extra cleaning of the school for areas used by all years (stairs, specialist rooms)	<p>Students will be taught predominantly in their base room within their year zone; this enables the need for students to move around school during the course of the school day to be reduced.</p> <p>Year zones enable cleaners to manage cleaning rotas and ensure that access areas and specialist rooms receive additional clean</p> <p><b>Risk: A (2x3) Mitigated risk: G (1x3)</b></p>
Need to set out classrooms to ensure all students are at 1m distance and staff at 2m.	<p>Tables in classrooms replaced with exam desks to ensure that 26 students can be safely accommodated at 1m distance. Position of desks based on 1m distance marked on floor.</p> <p>2m mark on floor to guide staff.</p> <p><b>Risk: R (3x3) Mitigated risk: G (1x3)</b></p>
Premises contamination if any cases of COVID-19 occur	<p><b>See RA Infection Control</b></p> <p>Access to site/contaminated area will be discontinued for all staff and students; vulnerable/key worker children will be temporarily educated at Network school if required.</p> <p><b>Risk: R (2x4) Mitigated risk: G (2x2)</b></p>
There is no agreed approach to any scheduled or ongoing building works therefore contractors on-site whilst school is in operation may pose a risk to social distancing and infection control	<p>All required building and maintenance work completed prior to reopening</p> <p>Any additional work will be completed after the end of the school day, at a weekend or during the school holidays Contact details retained for any contractors on site</p> <p>Any contractors who are on site during the school day will only be permitted on site if their work is away from student areas.</p> <p><b>Risk: G (2x1) Mitigated risk: G (2x1)</b></p>
Statutory compliance has not been completed during closure and is not maintained due to COVID restrictions	<p>Premises &amp; H&amp;S Officer has ensured statutory checks have been maintained. All fire safety &amp; legionella checks completed prior to March 8<sup>th</sup>.</p>

	<b>Risk: A (2x4) Mitigated risk: G (1x4)</b>
Use of premises for lettings, including AGP, out of hours learning and breakfast club	<p>All indoor lettings to be discontinued until 21<sup>st</sup> June. Outdoor lettings where there will be no requirement to access the school buildings will be allowed in accordance with government guidelines.</p> <p>Out of hours learning, sports clubs which are held outside, as well as catch-up classes, will resume in the summer term.</p> <p>Currently a start date to resume breakfast club is on hold and will be reviewed after May half-term to ascertain viability.</p> <p><b>Risk: A (2x3) Mitigated risk: G (1x3)</b></p>
Fire procedures are not appropriate to cover new arrangements	<p>Fire evacuation procedures updated. First floor to use fire escape and north stairs to evacuate; second floor to use front stairs and ground floor to evacuate via North door. Sixth form will evacuate to netball courts.</p> <p>Assembly points reorganised and areas marked where appropriate to enable social distancing</p> <p>Staff and students have been briefed on evacuation procedures</p> <p>Fire marshalls have been trained &amp; briefed.</p> <p>2 fire drills completed in the autumn term. A fire drill was carried out in March and May and a further drill will take place after May half term.</p> <p>Classroom doors to corridors to remain open during sessions</p> <p>Fire Risk Assessment updated and checked to ensure compliance. RPA notified of any amendments to Fire Risk Assessments to ensure cover</p> <p><b>Risk: R (3x3) Mitigated risk: G (2x2)</b></p>
Existing Health & Safety Policy is no longer fit for purpose in the current circumstances	<p>Trustee with KRA for Health &amp; Safety reviewed Health &amp; Safety Policy with Premises &amp; Health &amp; Safety Officer at start of year. A further review was undertaken in January 2021.</p> <p><b>Risk: A (3x2) Mitigated risk: G (2x2)</b></p>

**RISK: Infection Control** – (Key: R+ = very high / R = high / A = medium / G = low)



<b>RISK</b>	<b>Action to reduce risk</b>
Risk to school community through asymptomatic cases	<p>Students and staff in school during lockdown complete twice weekly lateral flow tests</p> <p>Students to complete test twice weekly.</p> <p>Staff to be issued with home testing kits to enable twice weekly testing</p> <p><b>Risk: R (3x3)      Mitigated Risk: A (2x3)</b></p>
Impact of any new variants of the virus on the day to day running of the school	<p>New variants of the virus do not require any additional control measure and the current guidance remains unchanged.</p> <p>Any local outbreaks of any new variant(s) will be managed by Public Health in partnership with school, staff and families impacted.</p> <p>School to refer to BCC's Local Outbreak plan which can be found here:  <a href="https://www.birmingham.gov.uk/info/50231/coronavirus_covid-19/2204/local_outbreak_plan_-_covid-19">https://www.birmingham.gov.uk/info/50231/coronavirus_covid-19/2204/local_outbreak_plan_-_covid-19</a></p> <p><b>Risk: R (2x4)      Mitigated Risk: A (2x3)</b></p>
Need to reduce contact between year groups	<p>Main building to be divided into year group zones. Years 12 and 11 will be taught exclusively in sixth form block except where access to specialist teaching space is required (art, music, science, IT)</p> <p>Staggered start and finish times to be suspended in the second half of the summer term but these timings together with previous arrangements for lunchtime can be reinstated if Public Health guidance changes.</p> <p>Toilets will be allocated to year groups to reduce number of students using them and enable social distancing to be maintained</p> <p><b>Risk: R+ (4x3)      Mitigated Risk: A (2x3)</b></p>
Risk of infection through all students needing to access specialist rooms	<p>Hand sanitiser posts will be in all teaching rooms and students will be expected to sanitise hands on entry and exit from room</p> <p>Visualisers to be purchased for art and science to enable teacher demonstrations</p>

	<p>Specialist rooms to be subject to more intensive clean with tables/desks wiped during the day; IT and music teachers will be provided with anti-bacterial wipes so students are able to wipe keyboards in IT and music rooms after use</p> <p>Cleaning stations in place in teaching rooms; students to wipe surface of desk at the end of lessons/break/lunch</p> <p><b>Risk: R+ (4x3)      Mitigated Risk: A (4x2)</b></p>
<p>Risk of contamination through shared equipment</p>	<p>All students reminded to bring pencil case with required equipment – This will be reinforced during start of year induction. In the case of need, Pupil Premium funding will be used to purchase sets of equipment</p> <p>Art Department to purchase disposable equipment</p> <p>Students will observe but not carry out science practicals; at KS5, some smaller groups will have the opportunity to conduct practicals following CLEAPS guidance</p> <p><b>Risk: R (2x4)      Mitigated Risk: G (1x4)</b></p>
<p>Increased risk of contamination posed by specific subjects( PE, music, IT, food)</p>	<p>Programmes of study revised to take account of government guidelines</p> <p>Sanitiser post in sixth form block to be used by students before entering and after leaving the sports hall. Contact sports will not take place unless guidelines permit. Sports equipment will, where possible, be linked to identified groups and in all cases cleaned after use.</p> <p>Students will not use changing rooms to change for PE. They will be instructed to wear their school PE kit to school on days when they have a PE lesson.</p> <p>Peripatetic music lessons will be suspended for all but GCSE and A Level classes. These will be delivered remotely or, in the case of keyboard, in a practice room which enables a 2m distance to be maintained.</p> <p><b>Risk: R (3x3)      Mitigated Risk: A (3x2)</b></p>
<p>Assessment of student work</p>	<p>Live marking will not take place. Assessment of student work will be electronic as far as practicable. Use will also be made of self-assessment. Teachers will be advised to wear disposable gloves when marking students' exercise books. The expected turn around for marked work will be extended to reflect the fact that the virus remains active on a surface for 72hours.</p> <p><b>Risk: A (3x2)      Mitigated Risk: G (1x1)</b></p>

<p>Site contamination</p>	<p>Deep clean of school to be carried out in all school holidays. Deep cleans of specific areas take place following confirmation of a confirmed case within that year zone.</p> <p>Cleaning staff to maintain the robust cleaning regime that has operated since September with cleaning of access routes, toilets and specialist rooms during the school day</p> <p><b>Risk: R+ (3x4)      Mitigated Risk: G (1x4)</b></p>
<p>Contamination of site once all student and staff return</p>	<p>Year groups to be restricted to specific area of school and specific set of toilets.</p> <p>Timings of school day to be amended to allow staggered start, finish, break and lunch times</p> <p>Cleaning team to complete robust clean of school at end of each day. All staff to leave site by 4:30 to enable cleaning to take place.</p> <p><b>Risk: R+ (3x4)      Mitigated Risk: G (1x4)</b></p>
<p>Increased risk of virus being brought into school</p>	<p>Students/staff who present with any sign of a cough/cold will have temperature scanned</p> <p>All staff are required to wear a face covering in corridors; students are recommended to wear a face covering when accessing and in toilets, when moving around school and when in the canteen area.</p> <p>Hand sanitiser at entrance to school and in toilets. Coronavirus posters reminding students of basic hygiene procedures will be displayed around school and students to be reminded of basic hygiene procedures by Review tutors.</p> <p>Students will wear their school uniform / sixth form dress to reduce the risk of contamination.</p> <p>Students will be required to place any coat/jacket in their bag. Bags must be placed on the floor in the classroom and not on a table. Students will be instructed to bring only the equipment they need for that day.</p> <p>Parents to be encouraged to hire locker.</p> <p><b>Risk: R+ (3x4)      Mitigated risk: A (2x3)</b></p>
<p>Increased risk of transmission through number of students &amp; staff in school</p>	<p>Interaction between groups and mixing of groups to be reduced to a minimum.</p> <p>All year groups have their own designated rooms and area of canteen.</p>

	<p>Seating plans in place for all rooms to enable identification of contacts in the case of a confirmed COVID case.</p> <p>Trays containing anti-bacterial wipes, tissues &amp; hand sanitiser in all teaching rooms. Large bins with lids provided in classrooms for safe disposal of waste.</p> <p>Masks and gloves are available for staff.</p> <p>Students required to wear school uniform/sixth form clothes to reduce risk of contamination</p> <p><b>Risk: R+ (3x4) Mitigated risk: A (2x3)</b></p>
<p>Increased risk to staff who are clinically vulnerable</p>	<p>Risk assessment to be kept under review for staff who are clinically extremely vulnerable with additional support / adjustments put in place as required.</p> <p>Pregnant work risk assessment completed for all pregnant staff. Bespoke plan to be put in place for any worker in third trimester of pregnancy. Staff who are in the third trimester of pregnancy will be offered the opportunity to work remotely.</p> <p><b>Risk: R+ (3x4) Mitigated risk: A (2x3)</b></p>
<p>Staff, particularly those from BAME heritage, are reluctant to attend school due to the media coverage on deaths related to coronavirus and the new variants</p>	<p>Staff meeting and email updates to reassure staff about the level of risk and the robustness of control measures in place.</p> <p>Staff encouraged to discuss any concerns about being in school with Headteacher</p> <p>Individual risk assessments to be put in place for staff who have identified need and/or fall within definition of CEV</p> <p><b>Risk: A (3x2) Mitigated risk: G (2x2)</b></p>
<p>Parents, particularly those from BAME heritage, are reluctant to send their children to school due to the media coverage on deaths linked to coronavirus and the new variants</p>	<p>Regular communication maintained with parents to keep them informed of what the school is doing</p> <p>Risk assessment shared with parents</p> <p>Parents informed of Public Health feedback on robustness of school's control measures and low incidence of COVID within school setting</p> <p>Individual conversations to take place with parents who have particular concerns</p>

	<p><b>Risk: A (3x2) Mitigated risk: G (2x2)</b></p>
<p>Parents and carers may not fully understand their responsibilities should their child or a member of their household show symptoms of COVID-19</p>	<p>Parents/carers will be continually reminded of current government guidance on the actions to take should anyone display symptoms of COVID-19. This will be shared via Parentmail and school website. Reminder of procedures to be followed included in March return to school letter.</p> <p>Link to guidance in community languages on school website</p> <p>School staff are aware of procedures to be followed where a student becomes ill</p> <p>Robust record keeping, incl. completion of Public Health form in place</p> <p>Temperature scanning can be used for students/staff presenting with cough/cold symptoms</p> <p><b>Risk: R (3x3) Mitigated risk: A (2x3)</b></p>
<p>Parents/carers unclear about expectations that must be followed to support pupils and keep the school community safe are not clear or in place</p>	<p>Government recommendations and rationale for control measure shared with parents in information about March reopening</p> <p>Parents kept informed of current government guidance through school website and regular Parentmail updates</p> <p>Expectations and guidelines for remote learning have been share with parents and information placed on the school website</p> <p>LFD testing arrangements shared with parents/carers</p> <p>In school testing will take place if required</p> <p>Parents/carers signposted to <u>Forward Thinking Birmingham</u> resources to support mental health and wellbeing, including anxiety of returning to school for students and parents.</p> <p>School will explore <u>Family Connect</u> support if appropriate</p> <p><b>Risk: A (3x2) Mitigated risk: G (2x2)</b></p>
<p>Risk to students and staff through use of public transport</p>	<p>Students encouraged to avoid public transport and to walk/cycle to school.</p> <p>Staff and students who use public transport instructed to follow government guidelines</p> <p><b>Transport to schools:</b> <a href="https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020/transport-to-school-and-other-places-of-education-autumn-term-2020">https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020/transport-to-school-and-other-places-of-education-autumn-term-2020</a></p>

	<p><b>General travel guidance:</b> <a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</a></p> <p><b>Risk: R+ (4x4)      Mitigated risk: R (2x4)</b></p>
<p>Classroom arrangements do not currently allow for adequate social distancing &amp; insufficient classrooms are available to enable maintenance of year group bubble</p>	<p>Classrooms reorganised to enable 1m distance for students and 2m for staff; usual furniture replaced with exam desks as necessary</p> <p>Classroom windows and doors to be kept open to enable a continuous flow of air.</p> <p>Students recommended to wear face covering when queuing for/in toilets</p> <p><b>Risk: R (3x3)      Mitigated risk: G (1x3)</b></p>
<p>Ability to manage social distancing in a school context</p>	<p>Only 2 year groups at a time will be able to use the canteen and each year group will have their own designated area. Students will remain in their review rooms for morning break and staff on duty will coordinate access to toilets</p> <p>The one-way system in the main school building has been suspended and instead students will be required to move around school in single file.</p> <p>Year groups will be taught in specific parts of the school and years 12 and 11 will be taught in the sixth form block for all lessons except those requiring access to specialist equipment.</p> <p>Mixing of groups will be reduced to a minimum with base groups being used where possible for teaching.</p> <p><b>Risk: R (4x3)      Mitigated Risk: G (2x2)</b></p>
<p>Inadequate supplies and resources mean that shared items are not cleaned after each use</p>	<p>Use of text books will be avoided where possible and if necessary restricted to specific groups of students. Visualisers are available for subject areas to use if they need to refer to a text book. Staff are also encouraged to check the RNIB website to see if they can download the textbook from the site.</p> <p>Assessment of student work will be completed online as far as possible. Staff will be advised to wear disposable gloves if marking exercise books.</p> <p>Sharing of stationery and other equipment will not be permitted. BYOD operates in years 12 &amp; 13.</p> <p>Disposable equipment to be used in art where appropriate</p>

	<p>Science apparatus will not be used by students at KS3 &amp; 4 and will only be used by small groups at KS5.</p> <p><b>Risk: A (2x3) Mitigated Risk: G (1x3)</b></p>
Need to sanitise keyboards after use	<p>ICT/Music staff will have anti-bacterial wipes and will issue to students at the end of each session so that they can wipe over keyboards</p> <p><b>Risk: R (3x3) Mitigated Risk: G (3x1)</b></p>
Need to sanitise photocopiers before and after use	<p>Anti-bacterial wipes to be placed adjacent to photocopiers for touch pads to be wiped before and after use</p> <p><b>Risk: R (3x3) Mitigated Risk: G (3x1)</b></p>
Lack of PPE	<p>Premises Officer to confirm with HT on weekly basis that there is a sufficient supply of PPE. Supplies monitored daily and update provided to HT at the start of every week</p> <p><b>Risk: A (2x3) Mitigated risk: G (1x3)</b></p>
Student/staff attending school are confirmed to have COVID-19	<p>Seating plans in place and register taken for all lessons so it is possible to identify with whom student/staff member has been in contact. DfE schools' helpline/Public Health Birmingham (PHB) to be notified and flowchart issued by Local Authority to be followed.</p> <p>Staff and students identified as contact will be required to self-isolate</p> <p>Vulnerable/key worker children to attend network school if necessary in the event of the school having to close completely</p> <p>All students/staff who were in close contact with individual will be required to self-isolate for 14 days</p> <p>Deep clean of area of school accessed by individual to be carried out (after 72 hours)</p> <p>All cases will be reported to Public Health and guidance followed.</p> <p>Deep clean of affected area(s) to be carried out and area to remain closed for 72 hours. In the event of a significant number of cases across all years, the whole site will be closed and a deep clean effected.</p> <p><b>Risk: R (2x4) Mitigated risk: A (2x3)</b></p>

<p>Arrangements to isolate individuals displaying symptoms of COVID-19 are not in place</p>	<p>Any student/member of staff presenting with COVID-like symptoms will have temperature scanned and will immediately be escorted via courtyard and fire door to corridor behind exams office to be isolated away from all other students and staff whilst collection is arranged</p> <p>Deep clean of corridor to be carried out afterwards</p> <p><b>Risk: R (2x4)      Mitigated risk: G (2x2)</b></p>
<p>No plan in place if an outbreak or lockdown should occur</p>	<p>School Business Continuity Plan is in place. School has plans in place to move to Tier 2 / partial closure if required. Remote learning provision is in place and provision can be made for vulnerable/key worker children and students with SEND</p> <p><b>Risk: A (2x3)      Mitigated risk: G (2x1)</b></p>

**RISK: Student education & Student/Staff well-being** – (Key: R+ = very high / R = high / A = medium / G = low)



<b>Risk</b>	<b>Action to reduce risk</b>
Students apprehensive about returning to school	<p>Phone calls and lessons used to monitor student attitudes and flag up where there are concerns so that individual support can be provided reassure students</p> <p>Resources shared with students and 1:1 reviews with Review Tutor to reassure</p> <p><b>Risk: A (3x2)      Mitigated risk: G (2x2)</b></p>
Management of attendance: parents not happy for their child to return to school	<p>HT letter to parents to reassure them about how safe school is and the impact of control measure on protecting the school community to date</p> <p>Parents to be made aware of #you'vebeenmissed resources</p> <p>Risk assessments to be regularly reviewed, updated and placed on website.</p> <p>HT conversation with individual parents as required.</p> <p>ESW visit if non-attendance continues to offer support</p> <p><b>Risk: A (3x2)      Mitigated risk: G (2x2)</b></p>
Students may have fallen behind in their learning during school closures and achievement gaps will have widened	<p>Individual teachers to identify students who have not made expected progress</p> <p>Lead Professional to discuss identified students with SLT line manager and agree intervention and use of catch-up funding as appropriate</p> <p>Schemes of work updated to address gaps in learning but breadth of provision to be maintained at all key stages. PSHE days to continue as planned</p> <p>Before and after school literacy/numeracy intervention sessions run for year 7 &amp; 8 students</p> <p>Online curriculum to be used to supplement in school teaching</p> <p>Chromebooks to be made available to students who require IT access</p> <p>Virtual lessons delivered to students required to self-isolate with additional support for students on the SEN list</p> <p><b>Risk: R (3x3)      Mitigated risk: G (2x2)</b></p>

<p>Impact of period of self-isolation on already vulnerable students, incl students with EHCP</p>	<p>DSL and learning support team to monitor needs of SEND / vulnerable students during any period of isolation and on return to school. Bespoke support to be put in place as required. Place2Be to provide counselling support as necessary.</p> <p>Director of Intervention &amp; Inclusion to check that EHCP requirements can be met</p> <p>Assessment for access arrangements for year 10 students completed</p> <p>IT team to ensure isolating students have IT and internet access through regular updating of IT audit.</p> <p>Reviews with review tutors to continue &amp; Achievement Coordinators to maintain contact with year group</p> <p><b>Risk: H (3x3)      Mitigated risk: A (3x2)</b></p>
<p>School safeguarding policy and procedures are not in place, including updated appendix to include arrangements for COVID-19</p>	<p>Safeguarding policy updated to reflect changes</p> <p>All staff are briefed on updated safeguarding arrangements, including those contacting families of pupils that are not attending school or considered clinically extremely vulnerable.</p> <p>Weekly DSL meeting to review ongoing and new safeguarding</p> <p>Day to day health and safety arrangements kept under review and amended as necessary</p> <p>Students to be reminder of procedures to be followed in case of a fire/lockdown. Fire drills to take place in March and summer term</p> <p><u><a href="#">addendum for the BCC Model Safeguarding Policy</a></u></p> <p><b>Risk: A (2x3)      Mitigated risk: G (2x1)</b></p>
<p>Increased number of students who are vulnerable following lock-down</p>	<p>Weekly phone calls, online lessons and review tutor contact used to identify students who may need additional support and to inform support required</p> <p>Students and/or parents/carers signposted to support as appropriate</p> <p>Ongoing support provided by Place2Be</p> <p>Key staff have completed bereavement and emotional well-being training</p> <p><b>Risk: R (3x3)      Mitigated risk: A (3x2)</b></p>

<p>Emotional impact upon staff and students – need to evaluate what they may have endured through ‘lockdown’ and ‘isolation’ for example, loss, neglect, loneliness</p>	<p>1:1 review sessions scheduled with Review Tutors for years 7-11 to provide ongoing support</p> <p>Students to have opportunity to talk, share and ‘off load’ worries. Emotional wellbeing to remain a focus for review tutor sessions. Students to be able to suggest measures school can put in place to support them settle back into school routine</p> <p>Review tutors to identify individuals who need more specialist support</p> <p>Well-being newsletter sent out fortnightly to all year groups</p> <p>Students will be made aware of how to identify staff who have completed bereavement training so that they know who they can approach if necessary</p> <p>Staff 1:1 well-being conversation with line manager with follow-up action plan if required. Staff are aware of how to access support for issues such as anxiety, mental health.</p> <p><b>Risk: R (3x3)      Mitigated risk: A (3x2)</b></p>
<p>High risk of increased disclosures from returning students</p>	<p>A DSL will be available each day to pick up any disclosures from students in school</p> <p>Attendance team to maintain contact with families where child is not attending and ESW well-being visit to be carried out</p> <p>DSL to take advice from CASS, BCC Safeguarding, BCC Prevent Team and Police Liaison Officer as necessary</p> <p><b>Risk: R (3x3)      Mitigated risk: A (3x2)</b></p>
<p>Insufficient staff confidence or awareness of mental health, pastoral/wider well-being support for students returning to school</p>	<p>Folder of resources to support staff in managing pastoral and mental health support made available</p> <p>Guidance and training provided to Review tutors prior to September reopening</p> <p>Bereavement training delivered to all Review tutors</p> <p><b>Risk: G (2x2)      Mitigated risk: G (2x2)</b></p>
<p>Students’ behaviour on return to school does not comply with COVID safety procedures</p>	<p>School’s behaviour policy revised to include compliance with social distancing. Policy has been communicated to students, staff and parents</p> <p>Importance and reasons for social distancing, reinforced throughout the school day by staff and through posters and floor markings.</p>

	<p>The movement of students around the school is minimised.</p> <p>Break times and lunch times are structured and closely supervised. Large gatherings are avoided.</p> <p><b>Risk: A (2x3)      Mitigated risk: G (1x3)</b></p>
<p>Students moving on to the next phase in their education are ill-prepared for transition</p>	<p>Regular communications to be maintained with year 6 parents</p> <p>Arrangements for online induction day and virtual tour are in place if required</p> <p>Year 11 students able to opt into lessons covering higher level content to support post-16 preparation from May half term together with online careers resources.</p> <p>All year 6 pupils to be invited to attend summer school</p> <p><b>Risk: A (2x3)      Mitigated risk: G (2x2)</b></p>
<p>School loses focus on continuing to apply in-year admissions process including admitting 'new' pupils</p>	<p>Attendance Officer to keep Headteacher &amp; Assistant Headteacher informed on in-year applications and to ensure that individual pupil returns (applications &amp; outcomes) are completed in a timely manner</p> <p>Admission of children in relevant year groups particularly more vulnerable children to be completed as quickly as possible</p> <p><b>Risk: A (2x3)      Mitigated risk: G (2x2)</b></p>